



TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

LEGAL ANALYST LIMITED TERM – 18 Months

DEPARTMENT OF INDUSTRIAL RELATIONS DIVISION OF WORKERS' COMPENSATION – ADMINISTRATION – Legal Unit

Position: Legal Analyst

Salary: \$3,589.00 – 4,363.00

Locations: San Francisco

Under the supervision of the Chief of Programmatic Services of the Division of Workers' Compensation, and under the direction of the lead Industrial Relations Counsel IV, the Legal Analyst will perform the following tasks: Provide legal analyst support to the DWC attorneys, including Industrial Relations Counsels I, II; III; and IV. Under direction of an attorney, creates the rough draft of a wide variety of legal documents including motions, subpoenas, and discovery requests in state and federal trial courts, assist with compiling the record for appellate cases, gather and analyze documents in order to assemble responses to discovery requests; Provide legal analyst support in a variety of administrative proceedings, including audit penalty matters, qualified medical evaluator discipline cases, and WCAB proceedings related to Uninsured Employers Benefit Fund collections cases. Assist the attorney with gathering and assembling evidence, drafting pleadings, identifying relevant records and analyzing their utility to the case, assisting with preparation of trial notebooks, and preparation of subpoenas for trial; Assist the attorney to analyze Public Records Act requests and determine whether there are legal exemptions from disclosure; prepare draft of legally sufficient responses to the requests, oversee the gathering and disclosure of documents, identify the legal need for redaction, and perform the redaction prior to disclosure; Provide analytical assistance with the legislative bill analyses, perform legislative history research, search of similar legislative provisions in other states, organize and track the DWC Legal Unit legislative analysis function and maintain the shared folder; Assist with all rulemaking actions where legal analyst assistance is needed, analyze all authority and reference citations for accuracy and completeness, analyze text of all regulation documents to ensure citations and cross-references are legally sound; Assist the DWC attorney who provides staff services to the Workers' Compensation Judicial Ethics Committee, including analyzing files for the need to redact private information, assemble summaries of dispositions of ethics complaints, assist with compiling the Ethics Committee Annual Report; Other legal analytical work as assigned.

SROA and Surplus Employees will be given first consideration and are encouraged to apply.

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations
Division of Workers' Compensation – 9th Floor
P.O. Box 420603, San Francisco, CA 94142
Attention: Ken Slate

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.



Applications accepted until June 2, 2005, or until position is filled

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

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5/19/2005

04-642-DWC